

EOG Response to Action Items from 2003 Annual Conference

This document will be updated monthly until all the action items are addressed

Questions for EPA:

. Is it feasible to get a printed copy of the registration list for 300/400 courses when materials are sent?

. Clarify the distinction between the RE100 and SI100 courses.

. Several years ago when agencies got lists of data from the APTI database, they checked for duplicates, and provided feedback to EPA. Were the corrections made in EPA's database?

These corrections were made. It did not identify all duplications so it is still an ongoing process. 5/15/03

. Was data lost for 300/400 courses when APTI first moved to an online application? Site coordinators think that for about a year data was not tracked/captured in APTI database.

If any very little. APTI will look into any cases where you believe we lost any. 5/15/03

. Clarify the use of PIN numbers – how are they used by APTI in their database/tracking?

A pin # is use to identify a particular student and is used by the data base to associate courses they have taken. 5/15/03

. Can EPA do a cost analysis of copying materials as an optical image and then sending them electronically versus the cost of copying and mailing materials to each site? Sites would like to see more PDF materials and easy access.

. When the online registration form is submitted, can there be an automatic reply so that they will know their form was received?

We will look in to it. 5/15/03

. Who at EPA has technical experience to address questions and the feasibility of some of the database/record keeping issues?

Questions for EPA

☐ Are the two new courses Deborah Miller mentioned the only new courses for 2003? **Yes.**
(Added for web posting 5/19/03)

☐ Can the online calendar indicate the last revision of materials? **Yes. (Added for web posting 5/19/03)**

In summary, the challenges for marketing have not changed. It is easy to get new employees to training because they need it. But for current and veteran employees, it is difficult to overcome their apathy for their perceived idea about the training format. For new courses and updates, EPA was encouraged to change the format for the broadcasts so that they can be more interactive and engaging if possible.

Comments: . Ms. Morales asked for a show of hands for sites that have the ability to view DVDs. Many raised their hands. EOG is exploring putting 300 and 400 level courses on DVD to provide more options for training. . Mr. Shipman said the approval process for online courses to get CEU accreditation, if possible, could take 18-19 months. Hard copy self-instruction courses can still be taken and CEUs are issued for those courses.

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EOG

. Additional clarification is needed from APTI on the test patterns to clarify what satellite/transponder numbers should be used. **(Dennis Shipman)**

See below

. It was suggested that a Microspace technician be invited to participate in the next quarterly site coordinators call and/or be invited to attend the next site coordinator conference. **(Lourdes Morales)**

At the May 15, 2003 Site Coordinators Quarterly Conference Call, EOG asked the site coordinators to e-mail specific situations that they have experienced with the reception of the broadcasts to Geri Dorosz. A list will be compiled and provided to Microspace in preparation to address the existing issues and concerns. 5/15/03.

. Research option to request that no materials be sent if the course materials are not new and sites already have the materials. **(Dennis Shipman)**

At the May 15, 2003 Site Coordinators Quarterly Conference Call, the downlink site coordinators clarified that this item is related to SI materials. EOG will get back with an answer. 5/15/03

. EPA is working on developing a document for partners to help them better understand the process, how to advertise, and how to work with site coordinators. **(Lourdes Morales)**

. CEU credits cannot be given for virtual courses because APTI does not keep records of people taking the course. APTI will look into ways to get CEU credit. It is thought that people can sign up with a national organization that does the record keeping and issues the CEUs. Ms. Morales will explore how other organizations are dealing with this and options for APTI and report back to the site coordinators. States would like to know if they do the record keeping if they can issue the CEUs. **(Lourdes Morales and Daniel Ross)**.

. It was requested that the EOG web site and the Site Coordinator Resource Center has a “one click” listing of all APTI courses by topic, and then the specific course name and format. **(Lourdes Morales)**

. EOG needs to update the list of self instructional courses that are now available in the virtual classroom. **(Lourdes Morales)**

. EOG needs to make sure the course descriptions are added to the consolidated calendar. (**Lourdes Morales**)

. It was requested that the recommended training “path” for new employees (found in the course catalog) be added to the Site Coordinator Resource Center site and the Tools for Trainers site. (**Lourdes Morales** and **Mary Boyer**)

. EOG agreed to explore what it would take to update the APTI Safety and Health course to meet OSHA requirements or to find ways it can be offered with an OSHA supplement. (**Lourdes Morales**)

. Look into desire and feasibility of holding more frequent site coordinator calls as quarterly might not be frequent enough. (**Lourdes Morales**)

. Discuss questions from Small Group Sessions (as found in minutes) and provide answers during site coordinator calls. Email to those not participating might also be needed. (**Lourdes Morales**)

. Explore option of making APDLN network available to Training Providers and Regional Consortia (**Howard Wright** and **Lourdes Morales**)

. Determine if the training videos on Aluminum MACT were ready to be distributed. (**Dennis Shipman**)

PRIG Karen Blanchard’s group (OAOPS, EPA) along with someone else’s group is doing work shops on the road one coming up in Atlanta in June. Contact Larry Brockman, at (919) 541-5398 or by e-mail at: brockman.larry@epa.gov A video may come later. 5/15/03

. It was suggested that training methods be an agenda topic for the APDLN meeting next year. (**EOG** and **WESTAR**)

. San Diego, California was chosen as the site for the eleventh annual APDLN Downlink Site Coordinator’s meeting. The meeting will be held in March 2003 and hosted by WESTAR. (**EOG** and **WESTAR**)